



The CEO directs that the Budget be prepared in accordance with the following calendar:

1. Preliminary Budget Planning: October 1 to January 31

The first and most important activity of this phase is the activity led by the CEO and involving the Cabinet, and the Budget and Planning Committee (BPC) in defining the underlying assumptions that will shape the financial plan for the coming year. The balance of the process relies on these assumptions being finalized by January 31, including:

- A. A narrative regarding the overall goals and objectives of the district that should have primary consideration during the budget development process.
- B. Forecast beginning balance and directions regarding the goals and objectives for the ending balance.
- C. COLA forecast.
- D. FTES, FTEF, and revenue forecasts.
- E. Forecast and impact of any collective bargaining.
- F. Standardized formulas and ratios to be used in allocating funding among departments.
- G. Assumptions about and material changes in the District's debt capacity and the community's capacity for general obligation bonds.
- H. Guidance regarding drawing down the line of credit.

2. Primary Budget Development: February 1 to May 15

- A. First Revision of the CEO's Planning Assumptions: Brings the planning assumptions into agreement with any constraints imposed by the Governor's Preliminary Budget. Identifies highest priority initiatives to be funded.
- B. Preparation of Annual Budget Plans by each Cabinet Member: February 1 to February 28: Departments prepare, review, revise, and approve their narrative and financial plans for the coming year.
- C. Preparation of the Institutional and Fixed Cost Budgets by the CBO: February 1 to February 28.



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 6201 Budget Calendar

**ISSUED: March 17, 2009
REVISED:**

- D. First Formal Review and Revise: March 1 to March 15: The CEO, the CBO, the departments, and the Budget and Planning Committee review the completed budget elements, including finalization of the priority of initiatives to be funded.
- E. Creation of the Proposed Tentative Budget: March 15 to April 15: The CBO and the Business Office construct a complete Proposed Tentative Budget.
- F. Second Formal Review and Revise: April 15 to May 10: The CEO, the CBO, the departments, and the Budget and Planning Committee review and revise the Proposed Tentative Budget.

3. Budget Adoption

- A. The Proposed Tentative Budget is presented to the Board and a Public Hearing is scheduled as early as May 10, but not later than June 30. At the public hearing, interested persons may address the Board regarding the budget or any item in the proposed budget.
- B. The Tentative Budget is adopted by the Board of Trustees not later than June 30. On July 1 the Tentative Budget becomes active for purchases and expenditures.
- C. Final California State Budget: June 30: In theory the state adopts its final budget by June 30. In practice this can occur much later. For planning purposes we assume this occurs by mid-July.
- D. Final Review and Revise: July and August. Must conclude by September 15: Based on the Tentative Budget and any remaining unresolved issues of local priority, the CEO, the CBO, the departments, the Budget and Planning Committee, and ECC conduct the final review and revise of the budget.
- E. Final Budget Adoption: The Final Adopted Budget is presented to the BOT and adopted no later than September 15.

Reference:

Board of Trustees Policy: BP 6200 Budget Preparation